

## March 2008

<u>Date</u>	<u>Title</u>	<u>Location</u>	<u>Time</u>	<u>Length</u>	<u>Instructor</u>
March 3-4	Management Effectiveness	Training Academy	8:00	16 Hours	Sherman/Beaumont
March 3-4	16 Hour Security for Non Security	Training Academy	8:00	16 Hours	Sherman/Beaumont
March 4	Administering Discipline	Training Academy	8:00	4 Hours	Tommy Rochelle
March 4	Performance Evaluation	Training Academy	12:30	4 Hours	Tommy Rochelle
March 4	Grievance Prevention and Handling	Little Rock	9:00	6 Hours	Inter Agency
March 4	Workplace Accountability	Human Resources	8:00	4 Hours	Janet Wilson
March 5	Sexual Harassment/Sexual Misconduct	Training Academy	8:00	5 Hours	Sherman/Beaumont
March 6	Advanced e-OMIS Security	Human Resources	8:00	4 Hours	Joyce Taylor
March 6	Cultural Awareness	Human Resources	8:00	4 Hours	Ardella Bearden
March 6	Performance Evaluation	Human Resources	12:30	4 Hours	Toni Bradley
March 6-7	The Human Element	Training Academy	8:30	14 Hours	Jackie Moore
March 7	Structured Interviewing	Human Resources	8:00	4 Hours	Pam Wilson
March 7	Interpersonal Communications	Little Rock	9:00	6 Hours	Inter Agency
March 10-14	Correctional Security for Non Security	Training Academy	8:00	40 Hours	Sherman/Beaumont
March 11	Using Microsoft Word	Human Resources	8:00	4 Hours	Cindy Windle
March 12	e-OMIS Training - Security	Human Resources	8:00	4 Hours	Joyce Taylor
March 13	Introduction to Computers and Internet Navigation	Human Resources	8:00	4 Hours	Jocelyn Hamby
March 13	Basic Microsoft Power Point	Human Resources	12:30	4 Hours	Sonia Wallace
March 13	Fair Labor Standards Act	Human Resources	8:00	4 Hours	Pam Riegler
March 14	Field Training Officer	Training Academy	8:00	6 Hours	Mark Norris
March 17-21	Firearms Instructor School	Training Academy	8:00	40 Hours	Sherman
March 18	Workplace Accountability	Human Resources	8:00	4 Hours	Janet Wilson
March 19	e-OMIS Training - Basic	Human Resources	8:00	4 Hours	Joyce Taylor
March 20-21	The Human Element	Little Rock	9:00	12 Hours	Inter Agency
March 24-28	MIPS Information Technology Class	Human Resources	8:00	40 Hours	I T Staff
March 24-28	Command Officer School	Training Academy	8:00	40 Hours	Sherman
March 25	Time Management	Little Rock	9:00	6 Hours	Inter Agency
March 26	Eomis Training - Security	Human Resources	8:00	4 Hours	Joyce Taylor
March 26-27	Introduction to Management	Training Academy	8:00	16 Hours	Sherman/Beaumont
March 27	Grievance Prevention and Handling	Human Resources	8:00	5 Hours	Tracey Robertson
March 31	Interpersonal Communications	Training Academy	8:00	8 Hours	Sherman/Beaumont
<b>Additional Training</b>					
<b>Open Enrollment</b>					
	Advanced Drivers Techniques - As scheduled by your Unit Trainer	Unit			Roland Robinson
<b>Open Enrollment</b>	<b>National Institute of Corrections</b>	<b>National Institute</b>		<b>Varied</b>	<b>Self-Paced</b>
	<b>Internet Based e-Learning Classes</b>	<b>of Corrections</b>			
	Contact your Unit Trainer for information				
This monthly training schedule does not reflect all training opportunities available in the Department of Correction.					
Your unit trainer has information for classes with Criminal Justice Institute, Inter Agency and E-Learning					